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UNITED STATES BANKRUPTCY COURT

EASTERN DISTRICT OF MISSOURI
THOMAS F. EAGLETON U.S. COURTHOUSE
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PUBLIC NOTICE

CM/ECF ADMINISTRATIVE PROCEDURES

Effective May 1, 2003

The United States Bankruptcy Court for the Eastern District of Missouri has issued written Administrative Procedures governing the filing of documents under the Court's Case Management System. These Administrative Procedures apply to ALL FILINGS, whether filing electronically through ECF or filing in a conventional (paper) format.

The Administrative Procedures specify new processes for various items, including:

- signing documents and retaining original signatures in attorney files;
- submitting proposed orders; and
- filing and service of documents (e.g., number of copies required, e-mail service).

Copies of the Administrative Procedures are available on the Bankruptcy Court's website at www.moeb.uscourts.gov. Printed copies may be obtained at the U.S. Bankruptcy Court Clerk's Office, Thomas F. Eagleton U.S. Courthouse, 4th Floor, 111 South Tenth Street, St. Louis, MO 63102, and in any of the courtrooms at the Bankruptcy Court.

Questions concerning the Administrative Procedures may be directed to Sandra F. Louis, Attorney Advisor at (314) 244-4603.

Dana C. McWay
Clerk of Court

Dated: May 1, 2003